



**GEORGIA STATE LICENSING BOARD FOR  
RESIDENTIAL AND GENERAL CONTRACTORS**

**Post Office Box 13446**

**Macon, Georgia 31208**

**Phone (478) 207-2440**

**[www.sos.state.ga.us/plb/contractors](http://www.sos.state.ga.us/plb/contractors)**

**APPLICATION FOR INACTIVE STATUS**

Please review the following rule of the Georgia State Licensing Board for Residential and General Contractors.

**553-10-.01 Inactive License.**

- (1) A residential or general contractor who holds a valid residential or general contractor's license in the State of Georgia may request the license be placed on inactive status under the following provisions:
- (a) Notifies the Board, in writing, that he or she chooses to retire from active practice of the profession. Said license shall be considered inactive.
  - (b) Shall not engage in contracting and shall not hold themselves out to the public as being available to provide contractor services.
  - (c) Shall not be required to obtain the necessary continuing education credits.
  - (d) Shall not be assessed a renewal fee for the period that the license is inactive.
- (2) Contracting with an inactive license shall be considered unlicensed practice and is subject to disciplinary action.
- (3) Should contractor holding an inactive license choose to return to active status, the following requirements must be met:
- (a) Submit evidence of attendance of the required Board approved continuing education for each biennium that the license was inactive.
  - (b) Provide evidence that licensee is in good standing in all states in which he or she has ever been licensed. A reactivation fee as established by the board must be submitted with the application for reactivation.
  - (c) Submit proof of current general liability insurance and worker's compensation as required by law for the license type that is to be reinstated.

(d) Submit other proof of financial responsibility as is required for the license type that is to be reinstated.

(4) After 5 years of continuous inactive status, the Board may, at its discretion require successful passing of the contractor examination in the contractor field for the license that the contractor wishes to reinstate.

A licensee who does not intend to practice in Georgia and who therefore does not intend to practice or use the title of Residential or General Contractor may apply to convert an active license to an inactive status. An individual who holds an inactive license will not be required to renew his or her license or to satisfy the biennial renewal requirements.

**FOR BOARD USE ONLY**

**Amount Submitted \$** \_\_\_\_\_

**Date/Initials** \_\_\_\_\_

**Receipt #** \_\_\_\_\_



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**Application for Inactive Status**

**Application Fee: \$25.00**

**Name as it Appears on License:** \_\_\_\_\_

**Individual or Qualifying Agent License Number:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_

**Physical Address:** \_\_\_\_\_  
Street City State Zip

**Mailing Address (if different):** \_\_\_\_\_  
Street City State Zip

**Telephone Number:** \_\_\_\_\_ **Alternate Telephone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Company License Number (if applicable):** \_\_\_\_\_

Please note that if you are the only qualifying agent for this company, the company license will be inactivated.

**Affidavit:** I hereby attest that I am currently the holder of the contractor license listed above and request that this license be placed on inactive status. While on inactive status, I will not in any way indicate or imply that I hold an active Georgia license or that I am practicing as a Residential or General Contractor. I am forwarding herewith my biennial renewal license card(s).

**Date:** \_\_\_\_\_ **Signature of Licensee** \_\_\_\_\_

**Sworn to and subscribed before me this** \_\_\_\_\_ **day of** \_\_\_\_\_, 20\_\_

**Notary Public** \_\_\_\_\_

**Notary Seal**

**My Commission Expires:** \_\_\_\_\_